FUNDACIÓN UNIVERSITARIA DE SAN GIL – UNISANGIL
SYSTEM ENGINEERING
PROFESSIONAL COMMUNICATION TECNIQUES FOR ENGINEERS

A. Read each statement. Write T (True) or F (False) in the box. If the statement is FALSE, correct the underlined word or phrase on the line below.

1. ATS stands for **Automatic Text Scanner**. T / F
2. An ATS software compares your CV with the **phone number** in the job description. T / F
3. You should put your contact information in the **footer** of your CV document. T / F
4. A student CV can show experience from **university projects, volunteering, and research**. T / F
5. Systems Engineering includes only **software**. It does not include hardware or people. T / F
6. You should use a **two-column** layout in your CV so the ATS can read it correctly. T / F
7. The PAR method describes a project using: Problem, **Area**, and Result. T / F
8. For the body text of your CV, a font size between **10 and 12** points is recommended. T / F
9. A section heading like **'My Journey'** is a good choice for an ATS CV. T / F
10. You should use a professional file name like **FirstName_LastName_SystemEngineering_CV.docx**. T / F

B. Match each term (1–5) with the correct definition (a–e). Write the letter in the box.

1. ATS (Applicant Tracking System)	_____ a. Software that employers use to collect, sort, and rank CVs before a human reads them.
2. PAR Method	_____ b. Strong verbs like 'developed,' 'designed,' and 'implemented' that describe your work activities.
3. Professional Summary	_____ c. A way to describe a project using three parts: the challenge, what you did, and the result.
4. Reverse Chronological Order	_____ d. A 2–3 sentence section at the top of the CV that describes who you are, what you do, and what you offer.
5. Action Verbs	_____ e. A way to list your experiences, putting the newest experience first and the oldest experience last.

C. Read the questions. Write your answer in ONE or TWO complete sentences.

1. What does ATS stand for? What does it do?

   _____

   _____

2. Name THREE types of experience that a student CV can show. (Other than a full-time job.)

   _____

   _____

3. According to the document, what is the recommended file name format for your CV? Give an example.

   _____

   _____

4. How many sections are MANDATORY in a complete ATS-ready CV? Name FOUR of them.

   _____

   _____

5. What font types does the document recommend for an ATS CV? Name at least TWO.

   _____

   _____

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D. These CV sections are NOT in the correct order. Write the numbers 1–8 in the boxes to show the correct order, according to the ATS CV Section Map in the document.

_____ Technical Skills	_____ Languages
_____ **HEADER**	_____ Certifications
_____ Projects	_____ Education
_____ Work / Internship Experience	_____ Professional Summary

E. Complete each sentence with the correct word or phrase from the list. Use each option once.

one column · keywords · bold · footer · one page · DOCX or PDF · simple

1. Use _____ from top to bottom in your CV. This helps the ATS read the text in the correct order.
2. ATS systems look for _____ in your CV that match the words in the job description.
3. Use _____ text for your CV section headings so they are easy to find.
4. Do not put important contact information only in the _____ of the document. Some ATS systems may not read it correctly.
5. For many undergraduate applications, a _____ CV is a good goal.
6. Submit your CV as _____ unless the employer gives different instructions.
7. Use _____ fonts like Arial, Calibri, or Times New Roman.

F. Read each CV decision. Write C (Correct) or I (Incorrect) in the box. If INCORRECT, write a short explanation of why on the line below.

1. María puts her photo and her home address in the Header section of her CV. C / I
2. Carlos uses a single-column layout from top to bottom in his CV. C / I
3. Ana uses the section heading 'My Superpower Skills' instead of 'Technical Skills'. C / I
4. David uses Arial 11pt font for the body text of his CV. C / I
5. Laura puts her email address and phone number only in the document footer. C / I
6. Juan names his file 'CVfinal_real_2026_updated.pdf'. C / I
7. Sofia lists her projects in reverse chronological order: she writes the newest project first. C / I
8. Carlos uses a two-column layout to include more information on one page. C / I

G. Put each technology or tool from the Word Bank into the correct category. Write the items in the correct row.

Python · Scrum · Git · MySQL · React · Docker · Kanban · Java · PostgreSQL · Jira

1. **Programming Languages:** *Write here:* _____ (2 items)
2. **Frameworks:** *Write here:* _____ (1 item)
3. **Databases:** *Write here:* _____ (2 items)
4. **Development Tools:** *Write here:* _____ (3 items)
5. **Methodologies:** *Write here:* _____ (2 items)

H. Read each project description. Decide: which PAR element is MISSING? Write P (Problem - What was the challenge?), A (Action - What did YOU do?), or R (Result - What happened?) in the box. Then write the missing element on the line below.

1. ***"Designed a mobile application for a local school."***
   Missing element: _____
   Suggested addition: _____.

2. ***"The hospital pharmacy needed a digital system to track medication orders manually."***
   Missing element: _____
   Suggested addition: _____.

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3. ***"Used Python and Django to build an online inventory management system, reducing stock control errors by 30%."***
   Missing element: _____
   Suggested addition: _____.

4. ***"A university library had no digital system to manage book borrowing. Developed a web application using React and a MySQL database. (This description is complete — identify all three elements. Write them on the line)"***
   P: _____.
   A: _____.
   R: _____.

I. Read two Professional Summary sections. Decide which one is BETTER for an ATS CV. Circle your choice. Then answer the three questions below.

VERSION A	**VERSION B**
I am a passionate and creative engineer who loves to solve problems and work with teams. I am very good with computers and enjoy learning new things every day. I am looking for any opportunity to grow professionally.	*Systems Engineering undergraduate with experience in requirements analysis, database design, and Agile development. Built 4 university projects using Python, React, MySQL, and Git. Seeking a software developer internship to apply technical skills in a professional environment.*

1. Which version is better for an ATS CV? **VERSION A** / **VERSION B**
2. Write TWO reasons why the version you chose is better:
   _____
   _____
3. Write ONE specific problem with the other version:
   _____
   _____

J. Use the following data below to write a Professional Summary of the mentioned person. Write 2–3 complete sentences in English. Include at least 3 technical keywords from the person's skills.

- ✓ **Who I am:** Mark Cantley - Systems Engineering.
- ✓ **Experience:** Network Security and Vulnerability Assessment.'
- ✓ **What I do:** Identify and mitigate security risks. Security audits with network analysis tools
- ✓ **What I offer:** Strengthen organizational security posture in a Junior Security Analyst role
- ✓ **Programming Languages:** Python · Bash · SQL
- ✓ **Security Tools:** Wireshark · Nmap · Metasploit · Burp Suite
- ✓ **Operating Systems:** Linux (Kali, Ubuntu) · Windows Server
- ✓ **Development Tools:** Git · VS Code
- ✓ **Methodologies:** Security Auditing · Incident Response

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